

# Vacancy Announcement

# Embassy of the United States of America Bujumbura, Burundi

Vacancy Announcement No. 2014-15

August 6, 2014

Open To: All interested Candidates

Position: Warehouse Person -FSN-2

**Opening Date:** Immediate

Closing Date: Thursday, August 21, 2014 at 17:00

Work Hours: Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for a position in the **Warehouse** section of the General Services Office.

#### **BASIC FUNCTION OF POSITION**

Incumbent cleans warehouse and storage areas. He/she is able to lift and carry heavy items using hand trucks and other equipment. He/she loads/unloads items and furniture on/from trucks. Moves office and residence furniture. Dusts, wipes and polishes furniture stored in warehouse and other appliances. Keeps warehouse areas clean. Works under close supervision of the Warehouse Supervisor.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

#### a. Warehouse:

Maintains and cleans warehouse areas. Cleans, dusts, wipes warehouse shelves. Receives, holds and moves carefully all furniture, appliances, household equipment to proper storage areas in warehouse, using hand trucks and other equipment. Uses protective covers to protect furniture and other appliances from dust. Keeps moving equipment ready to use for office furniture move, and residence furnishing. Helps to move items from Receiving room to warehouses, making sure expendable supplies be stored in the appropriate area, and non-expendable supplies in the main warehouse. Sets tents, tables, chairs and other party supply items as requested.

# b. Other duties as assigned by supervisor

#### QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education** Completion of elementary school and two-year-secondary school are required
- b. **Prior Work Experience** Six months experience performing warehouse receiving and storage functions.
- c. **Post Entry Training** None.

- d. **Language Proficiency** Level I English, Level II French, Level II Kirundi or Swahili <u>are required</u>.
- e. **Job Knowledge** Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials and equipment.
- f. **Skills and Abilities** Perform moderately heavy manual tasks. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships. Lift and carry heavy loads in a safe manner.
  - Basic computer skills and excellent organizational skills required.

#### POSITION ELEMENTS

- a. **Supervision Received -** General supervision by the Warehouse Supervisor, with input and review by the GSO/GSO Specialist.
- b. Available Guidelines None.
- c. Exercise of Judgment N/A
- d. Authority to Make Commitments None
- e. Nature, Level and Purpose of Contacts N/A
- f. **Supervision Exercised -** None.
- g. Time Required to Perform Full Range of Duties after Entry into the Position 3 months.

#### SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

#### TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <a href="http://burundi.usembassy.gov/employment-opportunities.html">http://burundi.usembassy.gov/employment-opportunities.html</a>. Interested applicants for this position <a href="mailto:should">should</a> submit all the following documents with their application:

- 1. Application for Employment as a Locally Employed Staff or Family Member (DS-174);
- 2. A current résumé or curriculum vitae that provides additional information;

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

<u>Optional</u>: Any other documentation (e.g. certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above can be added to your application.

#### **SUBMIT APPLICATION TO**

Human Resources Office Attention: The Human Resources Officer Embassy of the United States Avenue des Etats Unis B.P 1720 Bujumbura

(Please indicate your Name, Telephone number and the Position Title for which you are applying on the envelope and sign in the logbook upon drop-off of your application at the embassy entrance)

or

Email: BujumburaHR@state.gov

#### POINT OF CONTACT

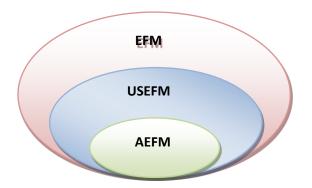
Telephone: +257. 22.20.70.24

# **CLOSING DATE FOR THIS POSITION:** Thursday, August 21, 2014 at 17:00

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

#### **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

- **1.** <u>Eligible Family Member (EFM):</u> An individual related to a US Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in <u>3 FAM 1610</u>);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of
    the employee, or of the spouse, when such sibling is at least 51 percent dependent on the
    employee for support, unmarried, and under 21 years of age, or regardless of age, incapable
    of self-support.
- 2. <u>US Citizen Eligible Family Member (USEFM):</u> For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    - 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    - 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
- 3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family

### **Member Appointment for purposes of Mission employment:**

- Is a U.S. citizen; and
- Is Spouse or same-sex domestic partner (as defined in <u>3 FAM 1610</u>) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form <u>OF-126</u>, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity
- **4.** <u>Member of Household (MOH):</u> An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

## **5. Not Ordinarily Resident (NOR)** – An individual who:

- Is <u>not</u> a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

- **6.** Ordinarily Resident (OR) A Foreign National or US citizen who:
  - Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Approved: MO IHicks Jr.

Cleared: HRO/FMO HEagleton

Drafted: HRA PNdibanje